

# Finance Admin Cover Letter

8797 Chante Ranch South Carmanton, UT 17111

**Dear Shae Kovacek,**

Please consider me for the finance admin opportunity. I am including my resume that lists my qualifications and experience.

In the previous role, I was responsible for hands-on, real time accounting and financial accounting/analysis expertise to business leaders and the F&A team.

My experience is an excellent fit for the list of requirements in this job:

- Facilitates internal and external communications maintaining accurate distribution lists
- Demonstrates high levels of energy and professionalism to effectively interact with both internal and external executives and colleagues external customers and consultants
- Demonstrated experience in budget preparation and budget management
- Manage multiple time zones (local vs
- Protect Pioneer tools and values and report the deficiencies to the management of the company
- Administration and coordination of the organization's fleet of motor vehicles
- Diploma in Business Administration, Accountancy or equivalent discipline
- Proficiency in MS Excel, able to use basic formulas

**Thank you for your time and consideration.**

Sincerely,

Peyton Bernier